EQUINOX

RECORD OF INVOLUNTARY SEPARATION

EMPLOYEE NAME: Robynn Europe	EMP#:	DATE OF SEPARATION: 09/24/19	
CLUB: East 92 nd Street	DEPT:Personal Training	EMPLOYEE POSITION: Personal Training Manager	
MANAGER MAKING DECISION TO SEPA		EMPLOTEE POSITION: Personal Training Manage	

DESCRIBE REASON FOR INVOLUNTARY SEPARATION. FINAL INCIDENT RESULTING IN SEPARATION:

(BE SPECIFIC WITH DATES, TIMES, LOCATION, PARTIES INVOLVED, ETC.)

☑ALL PREVIOUS DOCUMENTATION/ACTION PLANS PERTAINING TO THIS EMPLOYEE HAVE BEEN UPLOADED INTO EMPLOYEES' PEOPLE DOC. PERSONNEL FILE.

ADDITIONAL NOTES/COMMENTS:

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Managar (Print)	Managar (Signatura)	Date /
Manager (Print)	Manager (Signature)	Date
REVIEWED BY:		
REVIEWED DT.		
Paul Kwon	-6-C-	9/24/19
People Services Representative (Print)	People Services Representative (Signature)	Date

ONCE COMPLETED, PLEASE UPLOAD INTO EMPLOYEE'S PERSONNEL FILE IN PEOPLE DOC.

Revision Date: October 2018

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